



Assuring Quality Education for Real Estate Professionals
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CLASS POLICIES & PROCEDURES

Welcome to this continuing education course brought to you by the Kentucky REALTOR® Institute (KRI). Our goal is to ensure you receive your required credit hours and to also increase your knowledge level to meet your business and industry needs in an enjoyable and pleasant environment. You will be provided an evaluation to let us know if we are meeting that goal.

Please note:

- Classrooms tend to be cold. Please be prepared.
- Smoking or other tobacco use is not permitted in any building or facility.

Listed below are the Kentucky Real Estate Commission's (KREC) policies and procedures for certification and class attendance.

KREC POLICIES

Class begins promptly at the time scheduled. Credit may not be granted if you arrive late **(10 minutes after start time as well as after lunch break)**. You must be in attendance all designated hours of the session. The instructor will give the appropriate number of breaks to make phone calls, visit the restroom, etc.

- Mobile phones and other electronic devices are not allowed to be "on" during class hours (unless pre-approved by the instructor). Please turn them off immediately upon arriving in the classroom.
- Reading materials such as newspapers or e-readers are not permitted during class instruction.
- Please exercise rules of common courtesy – be quiet and respectful. Thank you.

KREC PROCEDURES

REGISTRATION:

Registration is required. If you have not registered for the course, please be sure to register with the class monitor.

EVALUATIONS:

Please complete the evaluation. **The KREC requires that you complete and sign an evaluation that will be submitted to them electronically.** Your opinions are valued and this is how we maintain high quality course content and instructors. KREC and the KRI Staff review the evaluations. Please help us meet our goal to bring you the highest quality education.

CERTIFICATES:

Completion certificates are presented at the end of the course.

KRI will forward your class attendance records – name, license number, address, and hours of attendance – to the KREC. **You are not required to forward your certificate to them.** You should keep your certificate in the event any discrepancy occurs for your verification. Class attendance records will be sent to the KREC within ten (10) business days of the class completion date. If you require Commission notification prior to that time, please submit your completion certificate for verification of attendance to the Commission.

OUT OF STATE CREDIT APPROVAL:

States may accept an out of state compliance form for individual credit. Please check with the real estate commission of the state you are seeking approval for clarification.

APPRAISERS:

Most real estate continuing education courses are not approved for appraisal certification. This is due to the requirements of the Appraisal Board. A real estate continuing education course must contain 70% or more appraisal information to be approved. The majority of our courses do not. KRI will indicate in the credit hours section of a course if that specific course was submitted and approved with KREAB. For courses that are approved, the licensee is responsible for submitting the certificate to KREAB for credit.

AUCTIONEERS:

The Kentucky and Tennessee Auctioneer Board accepts most of the courses offered by KRI. You may fax a copy of your completion certificates to your respective Auctioneer Board.

You are a valued customer and we are honored that you selected KRI to meet your education requirements. Make sure to visit the Kentucky REALTOR® Institute website for other course offerings.

**Website: www.kyrealtorinstitute.com
Course Calendar: <http://www.kyrealtorinstitute.com/calendar>**

Please call us at 859.263.7377 or email kri@kyrealtors.com, if you have additional questions/comments or would like information on other courses we provide.